

PILOT PROGRAM – CAREGIVER RELIEF PHASE II

The South Carolina Department of Disabilities and Special Needs (DDSN) is interested in learning about new models and approaches to providing relief/a break to primary caregivers from their normal daily responsibilities of caring for a family member with disabilities and special needs. Currently the DDSN Network of Respite Providers almost exclusively offers respite to DDSN consumers in their own homes or in the homes of the respite caregivers. In its recent revisions to Directive 734-01-DD: “Individual and Family Support Stipend/Respite,” DDSN encouraged DSN Boards and Other Qualified Providers to offer respite to individuals in congregate/group settings. Currently the most appropriate licensed setting for providing congregate/group respite is the Support Center. DDSN awarded grants to all six providers submitting proposals earlier this year.*

DDSN is now accepting new proposals from providers with a licensed Support Center to design, develop and implement a pilot program offering relief to primary caregivers of people with disabilities and special needs in-group settings. The proposals must:

1. Include whether you are requesting start-up funds to implement the pilot. Start-up funds can only include personnel and associated fringe benefits to design and develop the pilot program; necessary furnishings, equipment and meaningful consumer-related activities consumers may choose to do during their time at the Support Center, including conducting a survey to learn what type of activities consumers would want to do, and additional expenses to announce and inform caregivers of the new program. Start up funds are limited to \$10,000.
2. Have operating hours outside your normal hours of operating other DDSN day supports (e.g., day activity, community services, career preparation) and must indicate such hours and days of week the pilot program will be open.
3. Indicate the number of people you intend to serve and the average amount of service you intend to provide per week. Please break out the initial number you intend to serve and the targeted number you hope to serve at full implantation. Include target dates for both. You must indicate the number of additional DDSN consumers you intend to support with:
 - (1) this additional respite allocation for group state-funded respite,
 - (2) current state-funded family support/respite funds, and
 - (3) private pays.

The population base is all non-residential, non-waiver consumers. Your proposal must include how you intend to use service coordinators/early interventionists to assess the need for group respite. Describe how consumers will access the funding including the accounting for transfer of funds from regular state funded family support/respite. Describe a voucher program if applicable in your situation. There will be a proper accounting of all funds used for congregate/group respite including service units provided to each group in order to evaluate the pilot program. Document how your proposal will assure that funds will be distributed equally among all potential consumers and not to a small segment of users.

4. Indicate the physical location(s) of the pilot program.

5. Include an operating budget, which establishes a rate to be used to:

- (1) allocate funds from this grant,
- (2) regular state funded family support/respice dollars and
- (3) charges to private pays.

This rate can be inclusive or exclusive of transportation depending on your business plan. In no case can the rate exceed your actual costs. The budget must include a timeframe of November 1, 2011 through June 30, 2012. You can use current state family support/respice funds to provide congregate/group respice in addition to the funds in this grant. Estimate the projected use of such funds. Depending on the results of the first and second phases of the pilot and FY 13 funding, additional funding to continue the services developed through this project may be available FY 13.

6. The pilot must be designed and ready to be developed no later than November 1, 2011 (unless exception granted).
7. Include approval by your Board of Directors or specify when your next Board meeting is scheduled.
8. Be under \$50,000 including start-up and operating. Any unexpended funds from this grant shall be returned to the Grantor.
9. Evaluation Process – DDSN will evaluate each pilot program based on many factors including:
 1. Number of people served,
 2. Cost per person served,
 3. Total hours of operation,
 4. Consumer satisfaction, and
 5. To determine if this pilot program can be expanded to larger populations.

To submit a proposal, please complete the Caregiver Relief Pilot Program Application and return to Dr. Kathi Lacy by 5:00 p.m., October 19, 2011. If you have any questions, please contact your District Director or any Associate State Director at Central Office - Tom Waring, David Goodell or Dr. Lacy. DDSN has a five (5)-person review team to evaluate each proposal. Proposals meeting criteria will be announced before close of business October 25, 2011.

INFORMATION/CRITERIA FOR PHASE I PROVIDERS:

Additional criteria for providers who were awarded a grant in Phase I and are re-applying for Phase II funds.

1. Explain all changes you are making from original proposal and why.
2. Elaborate on how you will ensure that people on Level II and Service Coordination receive information about your program.
3. Explain and calculate how your cost per person served will decrease in this second phase.
4. Report on actual expenditures from Phase I and how much, if any, additional funding you need.

* The six providers participating in Phase I are:

Babcock Center
Bamberg County DSN Board
Greenville County DSN Board

York County Adult Day Health Center
Charles Lea Center
Aiken County DSN Board/Tri-Development Center